

# Directions for Special Education Discipline Report

- o *Be sure to scroll to the bottom of each page you are working with to see all the buttons mentioned in the directions below.*
  - o *These directions and blank discipline forms can be printed off the website.*
  - o **If you are still having problems with this on-line report after reading and entering data, please contact Sara Sinani at [sara.sinani@nebraska.gov](mailto:sara.sinani@nebraska.gov).**
1. On the NDE Portal under the Data Collections Tab select the SPED Discipline application.
  2. Choose your school district on the drop-down menu.
  3. Choose the building you want to report and click on “Enter”.
  4. Begin with Unilateral Removals and Section A. You will need to fill in all sections (A, B, C, and D) for each category (Unilateral Removals, Suspensions, and Expulsions)
  5. In Section A from the dropdown select the disability category you need to report and fill in the appropriate numbers in each column. Be sure to click on “Save” after you have completed each disability category.
  6. When Section A is completed, click on “Return” and continue to Section B.
  7. In Section B, select the race/ethnicity category to report and fill in the appropriate numbers for each column. Be sure to click on “Save” after you have completed each race/ethnicity category.
  8. When Section B is completed, click on “Return” and continue to Section C.
  9. In Section C, select the gender category to report and fill in the appropriate numbers for each column. Be sure to click on “Save” after you have completed each gender category.
  10. When Section C is completed, click on “Return” and continue to Section D.
  11. In Section D, select the LEP Status to report and fill in the appropriate numbers for each column. Be sure to click on “Save” after you have completed each Status.
  12. Continue this process for the Suspension and the Disciplinary removals. Under each category, sections A, B, C, and D should equal the same number. Since they represent the same children broken up by different characteristics.

13. When all sections are complete, scroll to the bottom of the page and click on “Validate School Data”.
14. Scroll down to the bottom again and you will find a message that will either tell you that your data have passed all edit checks, or that you have some validation errors to correct.
15. Once you have successfully passed all edit checks click on “Ready to Submit”
16. Scroll to the bottom and fill in all contact fields, then click “Submit”.
17. If you have no more schools with data to report click on “Submit Data and Remaining Districts”. This will submit all your districts with no data to report in one step.
18. Return to the main page and Select your District from the dropdown. Click “Enter” and scroll to the bottom of the page. Repeat steps 13-16 for your District.

If you do not have any students to report in your district, all you need to do is select your district from the dropdown and click on “Submit Remaining Schools”. This will take you to steps 13-17 for the buildings. Repeat steps 13-16 for the district once the buildings are submitted.